

## Guía de trabajo autónomo para décimo año (unidad 1)

### Self-Study Guide for 10<sup>th</sup> grade (Unit 1)

El **trabajo autónomo** es la capacidad de realizar tareas por nosotros mismos, sin necesidad de que nuestros/as docentes estén presentes.

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| Centro Educativo/ <b>School Name:</b> Liceo Pacífico Sur                                       |
| Educador/a <b>Teacher:</b> Johnny Cordero Vargas <b>teams:</b> johnny.cordero.vargas@mep.go.cr |
| Nivel/ <b>Level:</b> 10 <sup>th</sup> / decimo                                                 |
| Asignatura/ <b>Subject:</b> Academic English <b>Class:</b> <b>Student's name:</b>              |



#### 1. Me preparo para hacer la guía/ **Getting ready to do my self-study guide**

Pautas que debo verificar **antes de iniciar** mi trabajo. / **Aspects to verify before I start working:**

|                                                                                                     |                                                                                                                                                                                                                                             |
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| Materiales o recursos que voy a necesitar/<br><b>Materials needed</b>                               | <i>Suggested materials:</i> <ul style="list-style-type: none"> <li>Notebook, pencil, pen, eraser, highlighters, etc.</li> <li>Self- study guide #4 for 10<sup>th</sup> grade</li> <li>Computer &amp; Internet access if possible</li> </ul> |
| Condiciones que debe tener el lugar donde voy a trabajar/<br><b>Conditions of the place to work</b> | <ul style="list-style-type: none"> <li>Work in a place where you do your assignments and homework daily. <b>Trabaje en un lugar donde usted haga sus asignaturas y tareas diariamente</b></li> </ul>                                        |
| Tiempo en que se espera que realice la guía/<br><b>Expected time to work this self-study guide</b>  | <ul style="list-style-type: none"> <li>This self-study guide will take you 1 weeks to be completed from 22 to 26 2021.</li> <li><b>Esta guía de autoestudio le llevará 1 semana en completarse del 22 al 26.</b></li> </ul>                 |

#### 2. Voy a recordar lo aprendido en clase. **Recalling what I learned in class.**

|                                        |                                                                                                                                                              |                                                                                                                                                                                                           |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Indicaciones /<br><b>Instructions</b>  | <p><i>Dear student,</i><br/>The following tasks will help you review and reinforce 1: Love What We Do! WORKING TO LIVE OR LIVING TO WORK?</p>                |                                                                                                                                                                                                           |
| Actividad /<br><b>Activity</b>         | <b>Task 1. PAST PERFECT TENSE</b>                                                                                                                            |                                                                                                                                                                                                           |
| Preguntas para reflexionar y responder | <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">+</div> <div> <b>Affirmative Statements</b> </div> </div> | <p>We form affirmative statements with the following formula</p> <p><b>subject + had + past participle of verb + complement.</b></p> <p>E.g. She had given him very little time to complete the task.</p> |
| Questions to reflect                   | <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">-</div> <div> <b>Negative Statements</b> </div> </div>    | <p>We form affirmative statements with the following formula</p> <p><b>subject + had + not + past participle of verb + complement.</b></p> <p>E.g. He hadn't asked her for the financial report.</p>      |
|                                        | <div style="display: flex; align-items: center;"> <div style="font-size: 2em; margin-right: 10px;">?</div> <div> <b>Yes/ No Questions</b> </div> </div>      | <p>We form yes/ no questions with the following formula</p> <p><b>Had + subject + past participle of verb + ?</b></p> <p>A: Had they arrived?</p> <p>B: Yes they had. / No they had not.</p>              |

on and  
answer

Complete the following sentences using the Past Perfect Tense.

1. A: \_\_\_\_\_ Jim ever *(fly)* \_\_\_\_\_ before his flight last week?  
B: Yes, he \_\_\_\_\_.
2. A: \_\_\_\_\_ your sister *(eat)* \_\_\_\_\_ breakfast before she left?  
B: No, she \_\_\_\_\_.
3. James said he \_\_\_\_\_ already *(see)* \_\_\_\_\_ the movie last year.
4. I got lost because I *(forget)* \_\_\_\_\_ to bring a map.
5. They *(not study)* \_\_\_\_\_ English before last year.
6. She *(live)* \_\_\_\_\_ in Leeds before she moved to London.
7. The baby *(fall asleep)* \_\_\_\_\_ before eight o'clock.
8. I *(not think)* \_\_\_\_\_ of that question before.
9. Sue got wet because she *(not bring)* \_\_\_\_\_ an umbrella.
10. He *(own)* \_\_\_\_\_ his car for a year before he sold it.
11. I didn't notice that the traffic light *(turn)* \_\_\_\_\_ red.
12. He *(order)* \_\_\_\_\_ rice, but the waiter served him soup.

Task 2: Read the questions and circle the best option that fits the answer.  
Lea las preguntas y haga un círculo a la mejor opción

- Read the question and circle the best option.**
- a. What generates stress? (being on your own / having help)
  - b. What is a reason to work? (taking care of your family / making new friends)
  - c. What reward is better for you? (money / free time)
  - d. What represents a challenge? (improving / resting)



### 3. Pongo en práctica lo aprendido en clase / Putting into practice what I learned in class.

Indicaciones / Instructions

Task 3. Think about your dream Jobs and write a little paragraph describing it

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Task 4. Read the cover letter and complete the chart below

**THE GREETING**  
Here you will include the date and the name of the recruiter.

**THE OPENING**  
Here you include the name of the company, the name of the job you're applying for, why you're applying, and why you think you'd be a good fit for the role.

**THE BODY**  
Here you need to highlight your accomplishments and skills and give an explanation on the details on your résumé.

**THE CLOSING**  
Here you should summarize your interests and convince the employer to contact you.

October 2019

Ms. Juliana Hidalgo,

I am writing to apply for the position of manager at your fast food restaurant. I am a hard-working and well-organized person. I'm also very good at dealing with people.

While I was working for Fresh Foods, I was trained in all the safety standards. As soon as I finished the training, I was put in charge of the management area and received a reward for best employee of the year.

As you can see from my résumé, I have a lot of experience in the fast food industry and as a manager. I have also had a lot of responsibilities.

I hope you will consider me for the job as I am very interested in the position. Please do not hesitate to contact me if you require any further information.

I look forward to hearing from you.

Mr. Alberto Alvarado

|                  | Yes | No | Information |
|------------------|-----|----|-------------|
| employee name    |     |    |             |
| employer name    |     |    |             |
| position         |     |    |             |
| work performance |     |    |             |
| skills           |     |    |             |

|                                                                                                                                               |                                                                                                                                                                                                                                                                                                                                                                       |
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|                                                                                                                                               | <p><b>Task 5. Use the information above you write your cover letter / Use the information anterior y escriba su propia carta de presentación</b></p> <p>Greeting: _____</p> <p>Opening: I am writing to apply for the position of _____</p> <p>Body (skills, abilities, experience)<br/>I am _____</p> <p>Closing: I hope you _____</p> <p>Signature _____</p>        |
| <p>Indicaciones o preguntas para auto regularse y evaluarse/<br/><b>Instructions or questions for self-regulation and self-assessment</b></p> | <p>Review the following questions to self-regulate and self-assess:</p> <p>Did I read the instructions carefully?<br/>Did I check on the words that I didn't understand?<br/>Did I use a dictionary or asked a relative about the meaning of the words that I didn't understand?<br/>Did I read the instructions again when I didn't understand what I had to do?</p> |

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| <p><b>Con el trabajo autónomo voy a aprender a aprender/<br/>With the self-study guide, I'm going to learn how to learn.</b></p>                                                                                                                                                                                                  |                                                                                                                                                                                                                                          |
| <p>Reviso las acciones realizadas <b>durante</b> la construcción del trabajo. /<br/><b>I check the actions carried out while completing the self-study guide</b></p> <p>Marco una X encima de cada símbolo al responder las siguientes preguntas/<br/><b>Mark with an X on the icon that answers the following questions.</b></p> |                                                                                                                                                                                                                                          |
| <p>¿Leí las indicaciones con detenimiento?<br/><b>Did I read the instructions carefully?</b></p>                                                                                                                                                                                                                                  | <p><input type="checkbox"/> <br/><input type="checkbox"/> </p> |

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| ¿Revisé las palabras que no conocía?<br><b>Did I check on the words that I didn't understand?</b>                                                                                                                   | <br> |
| ¿Busqué en el diccionario o consulté con un familiar el significado de las palabras que no conocía?<br><b>Did I use the dictionary or asked a relative about the meaning of the words that I didn't understand?</b> | <br> |
| ¿Me devolví a leer las indicaciones cuando no comprendí qué hacer?<br><b>Did I read the instructions again when I didn't understand what I had to do?</b>                                                           | <br> |

|  <b>4. Autoevalúo mi nivel de desempeño/ I self-assessment my performance level</b> |                                                                                                                                                |                                                                                                                                                                       |                                                                                                                                                        |
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| <b>Al terminar por completo el trabajo, autoevalúo el nivel de desempeño alcanzado.</b>                                                                              |                                                                                                                                                |                                                                                                                                                                       |                                                                                                                                                        |
| <b>Marco una equis (X) encima del nivel que mejor represente mi desempeño en cada indicador.</b>                                                                     |                                                                                                                                                |                                                                                                                                                                       |                                                                                                                                                        |
| INDICADORES DE APRENDIZAJE                                                                                                                                           | Niveles de desempeño                                                                                                                           |                                                                                                                                                                       |                                                                                                                                                        |
|                                                                                                                                                                      | Inicial:                                                                                                                                       | Intermedio:                                                                                                                                                           | Avanzando:                                                                                                                                             |
| <b>Completo oraciones utilizando las palabras adecuadas.</b>                                                                                                         | Completo muy pocas oraciones utilizando las palabras adecuadas. ( )                                                                            | Completo la mayoría de las oraciones utilizando las palabras adecuadas. ( )                                                                                           | Completo oraciones utilizando las palabras adecuadas. ( )                                                                                              |
| <b>W2.1 Prescribo una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre.</b>                  | No prescribo una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ( ) | Prescribo con un poco de dificultad una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ( ) | Prescribo fácilmente una carta de presentación para un trabajo u ocupación de ensueño que incluya saludo, apertura, gancho, conocimiento y cierre. ( ) |